

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR ADMINISTRATOR WELFARE		Date: Aug 5, 1999
Position Level: 11	FLSA Status: Exempt	Class Code: 11-20

GENERAL DESCRIPTION

Directly responsible for the County's program of public assistance and social work. Responsible for organizing, staffing, coordinating, reporting and financial implementation of a county wide welfare and social service program. Reports directly to the Social Services Sr. Director.

KEY RESPONSIBILITIES

1. Coordinates the activities of the Welfare staff county wide - Key West, Marathon, and Plantation Key. Supervises, plans, assigns, reviews work of professional and clerical staff in the Welfare Program.*
2. Provides training to new employees and ongoing training of professional staff.*
3. Responsible for interviewing, hiring, termination or promotion of staff including periodic evaluations.
4. Supervises the preparation and approve attendance records, travel and time sheets for staff and all general and medical bills, invoices and expenditures for Welfare Service Clients.*
5. Preparation of administration reports, monthly, annual and special projects as required for Welfare Program.
6. Program facilitation and reporting on State and Federal programs such as Social Security Interim Assistance, Medicaid and HCRA.*
7. Develop and update agency forms, fact sheets, brochures and procedures as the need arises.
8. Supervise record keeping and documentation of all Welfare data and client files. Reviews each open file monthly. Supervises all files and case management.*
9. Establish and maintain communication with other public, private social agencies and medical providers. Provide outreach.
10. Maintain current knowledge of all laws and regulations, eligibility of programs administered and new programs and trains staff on same.*
11. Coordinates and participates in special projects including disaster preparedness and disaster relief.
12. Perform all other duties as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Social Work, Sociology, Psychology or related field.
<i>Experience:</i>	5 to 7 years in related field.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.
<i>Other:</i>	Must be computer literate.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____